



LEGAL SECRETARY  
OPEN  
FINAL FILING DATE: JULY 26, 2007

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN

Applications will be accepted on an open basis only.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE** and personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.** THE EXAMINATION TITLE **MUST** BE INDICATED ON THE APPLICATION.

<b>FILE BY MAIL:</b>	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	<b>FILE IN PERSON:</b>	Department of Transportation 1727 30 <sup>th</sup> Street, 1 <sup>st</sup> Floor Sacramento, CA 95816 (916) 227-4941
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**SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES.** Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.

SALARY RANGE

**Range A \$2938 - \$3571    Range B \$3085 - \$3750**

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that qualifications appraisal interviews will be held during September/October 2007.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

**NOTE:** All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

**Either I**

**Experience:** One year of experience in the California state service performing the duties of a Senior Legal Typist, Range B.

**Or II**

**Experience:** Two years of experience in a private law firm, corporate law office, or a legal program in a governmental agency performing a full range of legal secretarial duties, which requires the preparation of legal documents for filing and service. (1) Academic education above the 12<sup>th</sup> grade may be substituted for six months of the required experience on the basis of either (a) one year of the general education being equivalent to three months of the required experience; or (b) one year of education of a business or commercial nature being equivalent to six months of the required experience; or (2) Completion of a certificated legal secretarial program at either a regionally accredited college or a business school approved by the Bureau of Private Post secondary and Vocational Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for one year of the required experience.] (Candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the 12<sup>th</sup> grade.

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion.

POSITION

Incumbents in Range A perform the full range of legal secretarial work. Under general supervision, in a

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

LEGAL SECRETARY EXAM CODE: 7TR46	BULLETIN RELEASE DATE: 06/28/07 SB/AS FINAL FILING DATE: JULY 26, 2007
DESCRIPTION	<p>secretarial capacity, incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction.</p> <p>Incumbents in Range B perform the most complex legal secretarial work. Under direction, incumbents independently perform the most difficult and responsible legal secretarial and clerical work, with minimum instruction, involving either: (1) work in a legal office with Level IV attorneys; or (2) work for a chief legal administrator with major administrative responsibility for a complex legal program and a large professional staff.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.</p> <p><b>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</b></p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Technical legal terms and various legal forms and documents and their processing.</li><li>2. Modern office methods, supplies, and equipment.</li><li>3. Business English and correspondence.</li><li>4. An understanding of the judicial process, Department and legal procedures and practices, and multiple and specialized areas of law.</li><li>5. Proper format of State and Federal citations.</li><li>6. Use of legal resources from traditional library references and software applications.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Type at a speed of 45 words per minute.</li><li>2. Read and write English at a level required for successful job performance.</li><li>3. Establish and maintain effective working relationships.</li><li>4. Prepare correspondence independently.</li><li>5. Perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly use good English, and make arithmetic computations.</li><li>6. Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine.</li><li>7. Communicate effectively.</li><li>8. Follow directions.</li><li>9. Analyze situations accurately and take effective action.</li><li>10. Type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal and appellate courts, or Office of Administrative Hearings.</li><li>11. Independently perform complex clerical and legal secretarial work.</li><li>12. Coordinate and schedule legal services.</li><li>13. Screen mail, visitors, and telephone calls and take appropriate action.</li><li>14. Interact with courts, administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met.</li><li>15. Compose correspondence.</li><li>16. Give information and provide assistance using good judgment and discretion.</li><li>17. Maintain case and administrative files and records.</li><li>18. May act in a lead capacity over clerical staff including legal typists.</li></ol>
ELIGIBLE LIST INFORMATION	<p>An open eligible list will be established for the Department of Transportation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
CAREER CREDITS	<p>Career credits are not granted in open examinations.</p>
VETERANS PREFERENCE POINTS	<p>Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, <b>VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.</b></p>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4941, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veterans Preference:** California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 498-7858 or TTY (916) 227-7857 / Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*